

**BE SAFE
CHICAGO** ★★



**Be Safe.
Museums**

Be Safe. Museums

What's in this guide?



Gradually Resume
(Phase IV)

Cautiously reopening Chicago requires:

Healthy interactions

Social distancing



Limitations on physical distance to other individuals

Gathering size



Limitations on gatherings of individuals

Protective gear



Use of protective gear by individuals

Hygiene requirements



Ensuring hygienic interactions (e.g., hand washing)

Safe spaces and conditions

Entry access



Entry/exit condition for access to space

Cleaning standards



Actions taken to disinfect space

Visual guidance



Hygiene resources and guidance posted in space

Workplace conditions



Evaluation of foot traffic, ventilation, etc.

Operational resilience and monitoring

Flexible models



Flexibility with sick leave, remote work (when possible)

Operational resiliency



Support for operational flexibility (e.g., multiple shifts)

Travel guidelines



Restriction of movement of people between locations

Testing / tracking



Facilitation of testing and tracking

- Recommended guidance -

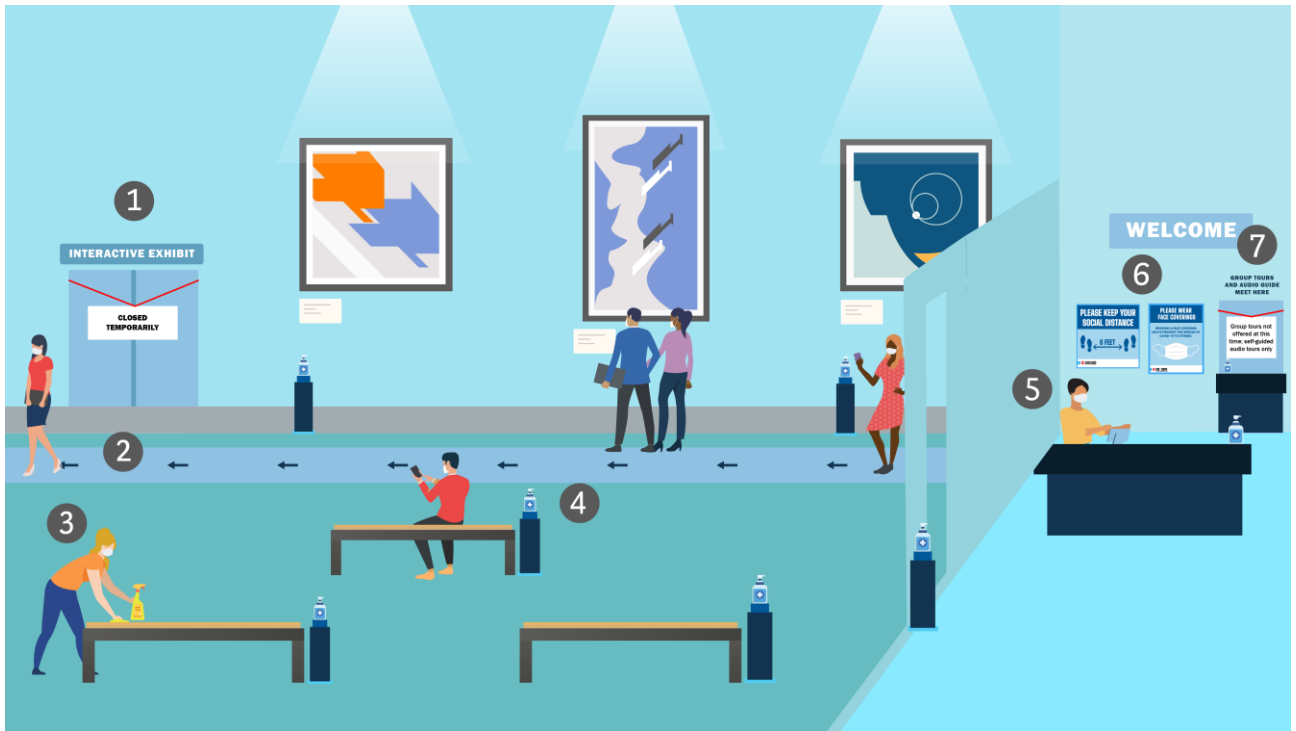
BE SAFE
CHICAGO

Be Safe. Museums

Illustrative example



Gradually Resume
(Phase IV)



What will be different?

- 1 **Interactive experiences** may be **adapted or temporarily closed** to reduce contact
- 2 Museum **movement flow controlled** to prevent overcrowding and promote physical distancing
- 3 Employees **frequently disinfect** museum facilities
- 4 **Sanitation stations readily available** throughout facilities
- 5 Employees and visitors required to **wear facial coverings**
- 6 **Visual signage posted throughout museum** regarding hygiene, social distancing, proper PPE and more
- 7 **Group tours temporarily discontinued** to promote social distancing

- Recommended guidance -



Ensure > 6 ft. between individuals

- Ensure visitors and staff practice physical distancing > 6 ft. while standing in lines, using elevators, and moving around facilities
- If practical, provide physical barriers where social distancing is not possible (e.g., box office / ticketing)
- Dedicate staff to enforce social distancing in gathering or choke points, where appropriate



Limit capacity to 25%, gatherings in open spaces to no more than 50 individuals

- Limit capacity to 25% for all indoor spaces and exhibits
- Limit groups in attendance to no more than 50 individuals
- Limit gatherings of employees in cafeterias, meetings rooms, and other gathering points to no more than 50 individuals
- Temporarily discontinue group tours
- Ensure audio equipment for self-guided audio tours is thoroughly cleaned and sanitized between users
- Where possible, use QR codes for audio clips to allow guest to use personal devices for self-guided audio tours



Ensure face coverings worn by all employees and visitors

- In any outdoor and indoor common spaces, face coverings must be worn over nose and mouth (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)
- If practical, provide disposable gloves for employees transacting business with visitors (for one-time use only, latex free recommended), and ensure hands are washed before and after using gloves



Encourage hand washing and hand sanitizing for all employees and visitors

- Encourage frequent handwashing and / or sanitization for all staff and visitors
- Provide hand sanitizer or spray disinfectants at entry points, and ensure staff and visitors have access to hand sanitizer / hand washing stations during their visit
- Provide health and safety training related to COVID-19 upon initial return to work
- If applicable, ensure hygienic interactions with touch surfaces (e.g., provide gloves, stylus), or close off access

Be Safe. Museums

Safe spaces and working conditions



Gradually Resume
(Phase IV)



Establish employee health screening protocol, visitor guidance for entering

- Prior to leaving home, all individuals encouraged to self-identify symptoms and stay at home if symptomatic
- Prior to entry to establishment, employees self-screen to ensure no symptoms of COVID-19 (e.g., questionnaire)
- Employees should not report to—or be allowed to remain at—work if exhibiting symptoms or reporting they feel ill



Maintain rigorous cleaning standards for high-touch items

- Ensure frequent daily and overnight cleaning of work surfaces and high touch points (e.g. door handles) with EPA-registered cleaning products, if appropriate
- Follow cleaning procedures recommended for disinfecting cultural resources, if appropriate
- Sanitize shared tools and equipment between each shift and/or when the equipment is transferred to a new person

Be Safe. Museums

Safe spaces and working conditions



Gradually Resume
(Phase IV)



Provide visual guidance on hygiene standards and entry requirements

- Post guidelines and criteria for visitors to enter (e.g., face coverings, social distancing)
- Communicate standards and attendee expectations proactively before arrival, where possible (e.g., via website, email)
- Use floor markings and signage throughout facility to reinforce social distancing and control flow of traffic (where appropriate)
- Consider communication techniques for people with disabilities



Modify workplace operations to minimize interaction, improve ventilation

- If practical, adjust museum navigation to ensure social distancing (e.g., one-way traffic flow, dedicated entrances / exits) while ensuring ADA accessibility
- Close-off access to unnecessary touch surfaces or shared equipment
- Restrict or decommission seating areas to enable social distancing while ensuring ADA accessibility
- Use physical barriers (e.g., belt barriers) to help regulate flow of foot traffic in choke points, ensure accessibility to people with disabilities
- Where appropriate, prop open doors and windows to increase airflow and minimize touching of handles
- Follow appropriate engineering guidelines for operating heating, ventilating and air conditioning systems
- If practical, increase airflow of indoor spaces (e.g., windows, ventilations) according to CDC guidelines

- Recommended guidance -

Be Safe. Museums

Operations and monitoring



Gradually Resume
(Phase IV)



**Flexible
models**

Limit in-person work and minimize employee interactions where possible

- Minimize in person interactions (e.g., consider utilizing online trainings / virtual staff meetings)
- Provide opportunities for non-essential staff to work remotely, where possible
- Create staggered report times or altered A/B shifts to reduce employee overlap



**Operation
resiliency**

Limit interaction between individuals, where possible

- If practical, encourage contactless transactions, including ticket purchasing and time clocks
- Where possible, restrict attendance to reservation only (e.g., for ticketed attractions)



**Travel
guidelines**

Limit travel for business

- If applicable, limit staff travel across multiple museums / affiliate locations

- Recommended guidance -



Follow CDPH and CDC guidance for testing and tracing protocols

- If employee does contract COVID-19, they must follow all CDC guidelines before returning to work
- If an employee is identified as being COVID-19 positive by testing, cleaning and disinfecting must be performed according to CDC guidelines
- Any employee who has had close contact with co-worker or any other person who is diagnosed with COVID-19 should self quarantine according to CDC guidelines
- If a facility becomes aware of 2 or more cases possibly associated with an establishment over a 14 day period, employers are required to report cases to CDPH
- Follow all other CDPH guidance set forth and comply with CDPH recommendations in response to a workplace outbreak



Glossary

Gathering: A group of individuals outside a single household who are part of a spontaneous or planned event convening for more than ten minutes

Handwashing: The act of thoroughly cleaning one's hands with soap and water for at least 20 seconds or using a disinfectant capable of eliminating the virus that causes COVID-19

Social distancing: The physical spacing of at least six feet between individuals, or groups of individuals.

PPE: Personal protective equipment (e.g., face coverings, goggles, face shields); requirements vary based on industry and specific circumstances

Self-screening sample questionnaire

Self-screening: A protocol by which an employee answers questions at the start of a shift. Subject to the guidance of the Commissioner of Health, the questions may include:

- Have you had a body temperature over 100 degrees Fahrenheit or have you used a fever reducer in the previous 24 hours to treat a body temperature over 100 degrees Fahrenheit?
- Do you have a new cough that you cannot attribute to another health condition?
- Do you have a new or worsening sore throat that you cannot attribute to another health condition?
- Do you have new shortness of breath that you cannot attribute to another health condition?
- Have you recently developed a complete loss of smell or taste?



General workplace guidance

Museums guidance

Disclaimer

National resources for further guidance

CDC – *Activities and Initiatives Supporting the COVID-19 Response and the President's Plan for Opening America Up Again:*
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/CDC-Activities-Initiatives-for-COVID-19-Response.pdf>

CDC – *Guidance for Businesses and Workplaces*
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>

OSHA *Guidance on Preparing Workplaces for COVID-19:*
<https://www.osha.gov/Publications/OSHA3990.pdf>

CDC – *Guidance for Gatherings and community events:*
<https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/index.html>

American Alliance of Museums – *Information for the Museum Field on the COVID-19/Coronavirus:* <https://www.aam-us.org/2020/03/05/information-for-the-museum-field-on-the-covid-19-coronavirus/>

National Center for Preservation Technology and Training- *Information for Disinfecting Cultural Resources:*
<https://www.ncptt.nps.gov/blog/covid-19-basics-disinfecting-cultural-resources/>

Any links provided in this document are for convenience and informational purposes only; they do not constitute an endorsement or an approval by the City of Chicago of any of the products, services or opinions of the corporation or organization or individual. The City of Chicago bears no responsibility for the accuracy, legality or content of the external site or for that of subsequent links. Contact the external site for answers to questions regarding its content.